

Nichelle M. Hayes

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3928 Basque Court Indianapolis, Indiana 46228 - H (317) 216-0448

EXPERIENCE

10/08 - Present **Challenge Foundation Academy** Indianapolis, IN

Instructional Educator

- Instruct students in reading and math who are below grade level.
- Maintain a safe environment for all students.
- Adhere to all local, state and federal educational guidelines.
- Coordinate and administer a reading program designed to raise reading comprehension levels.

02/06 – 4/07 **NCEBC** Indianapolis, IN

Communications Liaison

- Coordinated state, regional and national communication plan for annual conference.
- Created press releases for distribution to various media outlets.
- Assisted National office with membership renewal.
- Integral in reestablishing multiple regions within the organization.

06/05 – 09/05 **Adecco (IPL)** Indianapolis, IN

Human Resources Administrator (Recruiter)

- Coordinated hiring process, recruitment to new employee indoctrination for exempt level applicants.
- Reviewed background data, made hiring recommendations to selecting officials.
- Advised and guided selecting officials through the hiring process.

10/04 – 12/04 **Temporary Avenue** (Comcast) Indianapolis, IN

Human Resources

- Initiated background screenings and conducted phone screenings.
- Reviewed background data and made recommendations regarding hiring.
- Created job advertisements.

EDUCATION

May 2011 (expected) MLS, Library Science IU SLIS Indianapolis, IN

March 1998 MPA, Public Personnel Management Valdosta State University Valdosta, GA

June 1995 B.S., Human Resource Management Valdosta State University Valdosta, GA